

**Summary of the
Board of Directors Teleconference
February 4, 1999**

The Board of Directors of the National Environmental Laboratory Accreditation Conference convened by teleconference on Thursday, February 4, 1999 at 1:30 p.m. The meeting was led by the Board chair, Dr. Ken Jackson. The action items are shown in Attachment A, past incomplete action items are shown in Attachment B, and the list of participants are shown in Attachment C.

Approval of Minutes

The minutes from the January 11, 1999 teleconference were approved.

NY letter to ELAP Laboratories

A recent letter from NY ELAP to the laboratory community raised some concerns regarding the process of receiving NELAC accreditation. Dr. Jackson reported that a revised letter was prepared and will be sent to the NY accredited laboratories, correcting any misperception that NY accredited laboratories would automatically receive NELAC accreditation, without first being inspected to the NELAC standards, once the NY program is NELAP-recognized.

Charge to On-site Assessment Committee

A letter to the On-site Committee was reviewed by the Board. The committee was charged with addressing the on-site checklists with a focus on quality systems rather than a method specific basis, assisting with the establishment of a subcommittee to address the requirements of the assessor training course, and responding to comments on the standards.

Training for Committee Chairs

Ms. Mourrain stated that training for the Committee Chairs was needed before the Annual Meeting. She asked Board members for help in developing a course which would include but not be limited to information in the Constitution and Bylaws, policies and Chapter 1.

NELAC V - Hotel Rate & Registration Fee

GSA has reduced the lodging rate in Saratoga Springs from \$104.00 to \$71.00. The hotel which had previously raised the rate to \$104, has agreed to a lower the rate to \$94.00, as specified in the original contract.

Dr. Jackson announced that the registration fee for NELAC V will be around \$120.00 - \$130.00. An exact figure will be available within the next few weeks.

Adoption of 1999 Standards for Evaluating Labs

Ms. Mourrain reported that ELAB has made a recommendation that NELAC delay in recognizing the first round of accrediting authorities until after the July meeting because they felt that the 1999 standards, as proposed, are much better than either the 1997 or 1998 standards and, ELAB further recommended that the 1999 standards be applied to the laboratories. A motion was made to recommend that the accrediting authorities that will be approved in the first round be recognized during the NELAC V meeting in Saratoga Springs, NY and that these accrediting authorities will implement the standards that are adopted at the NELAC V meeting. The motion passed.

Field Measurement and Sampling Recommendation

It was reported that Dr. Bart Simmons, Chair of the Field Activities Ad Hoc Committee, had indicated that the Board had not responded to the committee's recommendations for field measurement and sampling. The Board will revisit the White Paper from this committee and discuss it at the next Board meeting.

Targeted Meetings with the Committee Chairs

Dr. Jackson proposed that meetings be held more frequently with the committee chairs. After some discussion it was proposed that issues of interest, discussion of policies, etc., to the chairs would be deferred to targeted meetings. Dr. Jackson will contact the chairs to assess their interest in participating on these calls.

Other Business

Ms. Mourrain reminded Dr. Jackson that a future Board meeting needs to be scheduled to discuss the ELAB comments to NELAC. She will send the recommendations to the proper committees or to the Board for them to address. These will be discussed at the next teleconference.

Ms. Mourrain stated that the Regional Lead Assessors brought up the fact that the 2-year grace period for states to be an accrediting authority expires in 2000. Any state applying to become an accrediting authority after the year 2000 must be in compliance with the NELAC standards. The Regions pointed out that it would be a near impossibility for a state or federal agency to have regulations that were NELAC compliant if the standards continue to change. The Regional Lead Assessors plan to make a recommendation to the Accrediting Authority Committee that the 2-year grace period be extended for any new accrediting authority.

Action Items
Board of Directors Teleconference
February 4, 1999

| Item No. | Action | Status |
|-----------------|---|---------------|
| 1. | The questionnaire previously prepared to send to the Indian Nations will be reviewed. Ms. Marlene Regelski will be invited to speak to the Board at a future meeting. Ms. Mourrain will be responsible for this item. | Completed |
| 2. | Ms. Mourrain will prepare a letter to the Interagency Task Force Methods Comparability Board with a revised mission and charter. She will send copies to the Board members for comments before mailing. | Completed |
| 3. | Dr. Jackson will finalize a letter to the On-site Committee. | Completed |
| 4. | Ms. Mourrain, Ms. Batterton, Ms. Sample and Dr. Hartwig will work on developing a training program for the Committee Chairs. | On-going |
| 5. | Ms. Batterton will ask Richard Craig if he would instruct the Committee Chairs on Roberts Rules. | Completed |
| 6. | Ms. Mourrain will distribute copies of the White Paper prepared by the Field Measurement and Sampling Ad Hoc Committee for discussion at the next Board meeting. | Completed |
| 7. | Dr. Jackson will contact the committee chairs to see if they are interested in participating on future Board teleconferences. | Completed |
| 8. | Ms. Mourrain will send recommendations from ELAB to the proper committee or to the Board for action. These will be discussed at the next Board of Directors teleconference. | Completed |

Incomplete Action Items from Past Teleconferences

| Item No. | Date of Teleconference | Action | Status |
|----------|------------------------|---|-----------|
| 1. | 01/11/99 | Ms. Carolyn Cross will put all the policies in a binder for the NELAC V meeting. | Completed |
| 2. | 01/11/99 | The interim report concerning small laboratory issues will be posted on the website. | On-going |
| 3. | 01/11/99 | Committee Chairs are to prepare "Frequently Asked Questions" for posting on the website. They are to submit these to Dr. Irene Ronning. | On-going |
| 4. | 01/07/99 | Ms. Mourrain, Ms. Dutrow and Mr. Slayton will develop a policy on handling of comments and, also, will develop a standardized letter. | On-going |
| 5. | 11/19/98 | Ms. Dutrow is to check on the status of the response for OW to the Federal Register Notice on PT. | On-going |
| 6. | 11/19/98 | Dr. Jackson will prepare a generic letter to be sent with the application package regarding small laboratories. | On-going |
| 7. | 11/19/98 | Ms. Betsy Dutrow will make a note to invite someone from the Interagency Task Force Methods Comparability Board to make a presentation at the Annual meeting in Saratoga Springs. | On-going |

List of Participants
Board of Directors Teleconference
February 4, 1999

| Name | Affiliation | Telephone Numbers |
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| Dr. Ken Jackson, Chair | NY Dept. of Health | Tel.: 518-485-5570 Fax: 518-485-5568 e-mail: jackson@wadsworth.org |
| Dr. Jim Pearson, Chair-elect | Virginia Div. of Consolidated Laboratory Services | Tel: 804-786-7905 Fax: 804-371-7973 e-mail: jpearson@dgs.state.va.us |
| Ms. Carol Batterton, Past-Chair | TNRCC | Tel: 512-239-6300 Fax: 512-239-6307 email: cbattert@tnrcc.state.tx.us |
| Dr. Charles Brokopp | UT Department of Health | Tel: 801-584-8406 Fax: 801-584-8486 email: cbrokopp@doh.state.ut.us |
| Dr. Ron Cada | CO Dept. Of Health | Tel: 303-692-3096 Fax: 303-344-9989 email: ron.cada@state.co.us |
| Ms. Betsy Dutrow, Executive Secretary (Absent) | USEPA, ORD | Tel: 202-564-9061 Fax: 202-565-2441 e-mail: dutrow.elizabeth@epamail.epa.gov |
| Ms. Barbara Finazzo | USEPA, Region II | Tel: 732-321-6754 Fax: 732-321-4381 e-mail: finazzo.barbara@epamail.epa.gov |
| Dr. Charles Hartwig (Senior Advisor to the Board) | FL Dept. of Health | Tel: 904-791-1550 Fax: 904-791-1567 e-mail: charles_hartwig@doh.state.fl.us |
| Dr. Gary King Absent | New Mexico Legislature | Tel: 505-872-3508 Fax: 505-872-6827 e-mail: lgkgking@nm.net |
| Ms. Silky Labie | FL Depart. of Environmental Protection | Tel: 850-488-2796 Fax: 950-922-4614 E-mail: labie_s@dep.state.fl.us |

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| Ms. Jeanne Mourrain, Director | USEPA, ORD | Tel: 919-541-1120 Fax: 919-541-4261 e-mail: mourrain.jeanne@epamail.epa.gov |
| Ms. Jackie Sample | U.S. Navy | Tel: 843-743-8673 Fax: 843-743-8668 e-mail: sample_jackie_h@hq.navsea.navy.mil |
| Ms. Pauline Bouchard (Invited Guest) - Absent | MN Dept. of Health | Tel: 651-215-0710 Fax: 651-215-0979 e-mail: pauline.bouchard@health.state.mn.us |
| Ms. Nancy Wentworth (Invited Guest) | USEPA, ORD | Tel: 202-564-6830 Fax: 202-565-2441 e-mail: wentworth.nancy@epamail.epa.gov |
| Dr. Gene Tatsch (Contractor) | RTI | Tel: 919-541-6930 Fax: 919-541-7386 e-mail: cet@rti.org |
| Ms. Carolyn Cross (Recorder) | USEPA, ORD | Tel: 919-541-3151 Fax: 919-541-4261 e-mail: cross.carolyn@epamail.epa.gov |